



CHARVILLE PRIMARY SCHOOL

CHARGING POLICY

Learning at Charville is underpinned by our Core Values, which are as follows:

Respect
Independence
Self-belief
Honesty
Caring
Determination

CHARVILLE PRIMARY SCHOOL

CHARGING POLICY FOR SCHOOL ACTIVITIES

1. Introduction

- 1.1 The Governing Body of Charville Primary has determined that the school may make charges and seek voluntary contributions from parents for school activities provided for registered pupils at the school on the basis of the information set out in the main part of this document.

2. School Hours

- 2.1 School hours are those hours when the school is actually in session and do not include the break in the middle of the school day.
- 2.2 Please refer to the school prospectus or school website for the start and finish of the morning and afternoon sessions of Charville Primary School.
- 2.3 Where an activity takes place during and partly outside school hours, the Act prescribes a basis for determining whether it is deemed to take place either in or outside of school hours.

3. Free Education

- 3.1 Education provided by the school will be free of charge if it takes place wholly or mainly during school hours except in the following two cases:
- a) charges may be made in respect of individual tuition/small groups for any extra curricular activities
 - b) charges not exceeding the cost of the board and lodging for a pupil where the school activity involves that pupil in nights away from home. This will apply whether or not the activity is deemed to have taken place in school hours.
 - c) If a child is not collected by 3.30 the child will be sent to our after school club (CAST) and your ParentPay account will be charged £8.00 for the session.
- 3.2 No charges will also be made for education or associated incidentals provided wholly or mainly outside school hours for registered pupils where the education is provided:
- a) to fulfil requirements specified in the syllabus for a prescribed public examination;
 - b) specifically to fulfil statutory duties relating to the National Curriculum;

or

- c) specifically to fulfil statutory duties relating to religious education.

4. Optional Extras

- 4.1 The Act enables a charge to be made for education provided for registered pupils wholly or mainly outside school hours if the provision does not come within any of the categories outlined in 3.2 above.
- 4.2 The school may offer to children a range of optional extra activities. Where appropriate a charge will be made.
- 4.3 Parents will be notified in advance of the activity being provided and the charge that is to be made. If less than 90% of contributions are collected then trips / activities will be cancelled (unless subsidised by Free School Meal tickets). If there is an insufficient number of pupils to cover the cost of the activity, the activity will not be provided.
- 4.4 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate (or maximum number for the activity).
- 4.5 The cost may include:
 - a) a pupil's travel costs;
 - b) a pupil's board and lodging costs;
 - c) materials, books, instruments and other equipment;
 - d) non-teaching staff costs;
 - e) entrance fees to museums, castles, theatres etc.;
 - f) insurance costs;
 - g) any costs of engaging teaching staff specifically for the purpose of providing the activity.

5. Voluntary contributions

- 5.1 The funds available to the school are limited to monies provided by the Department for Education and any additional monies raised by the school. In order to provide the best educational provision for pupils at the school the Governing Body has agreed that the school may seek contributions from parents for the benefit of the school or in support of any school activity whether during or outside school hours, residential or non-residential.
- 5.2 A request may relate to:

- a) a contribution to a general fund which may cover a number of different school activities or
- b) a contribution towards a specific activity or
- c) the provision of materials, books, instruments or other equipment.

5.3 In the case of a specific activity, the school may indicate the contribution per pupil which would be required if the activity were to take place. If there was insufficient support from parents the activity may not take place.

6. Charging in kind

6.1 For certain practical subjects such as home economics and DT, parents may be asked in advance of the course commencing whether or not they would wish to own the finished product.

6.2 Where parents have so indicated, the school may either:

- a) ask parents to supply certain ingredients and/or materials;
- b) charge parents for the cost of the school providing the ingredients and/or materials.

7. Damage to school property and equipment

7.1 If a pupil's behaviour results in damage to or loss of school property or equipment, the school may ask parents to pay for the cost of replacement.

*Updated / Approved by Resources & Finance Committee - Autumn 2016
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